



STANDARD OPERATING PROCEDURES

APPROVAL

Special Assault Unit

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CHIEF ROBIN FENTON

CRIMINAL INVESTIGATION DIVISION
DIVISION

6/14/16

DATE

I. RESPONSIBILITY

The Special Assault Unit's Mission is to conduct follow up investigations on cases involving child abuse, sexual assault, criminal neglect and dependant abuse thoroughly and professionally. Our goal is to provide high quality police services to the citizens of our communities by helping to reduce crime and the fear of crime. The Special Assault Unit (SAU) will achieve this goal by communicating with other police agencies, Child Protective Services, Adult Protective Services, other social service agencies, the King County Prosecutor's Office and our own precincts, and our contract cities in a timely manner.

II. UNIT COMPOSITION

The Special Assault Unit is comprised of two Sergeants, nine Detectives, and three Professional Staff (one AS IV, one ASIII, one ASII) members.

III. DEFINITIONS

Call Signs

190	SAU Sergeant (Precincts 2, 5, Metro, Sound Transit)
200	SAU Sergeant (Precinct 3, 4)
191-209	SAU/RSO Detectives

Commonly Used Acronyms

APS – Adult Protective Services CPS
– Child Protective Services RMS –
Record Management System

IV. PROCEDURES

A. General Sexual Assault Follow-Up Investigative Procedures

1. Sergeant's Review of Cases

- a. The Unit sergeant(s) will make investigative follow-up assignments after receipt and review of patrol initiated case reports. Effective in June 2014, all Child Protective Services (CPS) and Adult Protective Services (APS) referrals will be routed to the Communications Center for a patrol response. Sexual assault cases may be screened with the SAU sergeants directly for a detective callout. Where appropriate after screening, these cases will be assigned for follow-up.
- b. Case reports marked "info" by the Unit sergeant(s) require no personal contact with the victim(s), witnesses and/or suspects. Investigators will read and file in the appropriate "info" file if warranted.
- c. All department case reports assigned for investigation will be returned to the Unit sergeant(s) for review when the follow-up is completed by the assigned investigator.

B. Preliminary Investigation Review

The assigned investigator should review the preliminary investigation to determine the scope and direction of the follow-up investigation including: confirmation of the elements of the crime; need for further interviews; determination of investigative priorities; need for case confidentiality; victim's physical and medical status; suspect's physical and mental status; identification of all evidence and submittal for analysis; determination of the need for additional evidence identification and collection (medical and crime scene).

C. Records Check

A thorough records check of suspect(s) will be conducted. Victims and witnesses records check should be conducted if appropriate. A records check should include criminal history (Triple I, SeaKing, RMS, outside agency files and other resources that are applicable and available).

D. Investigative Leads

Use these resources to explore and develop leads where applicable: State and local telecommunication systems; composite drawings; photographic montages; suspect physical line-up; RMS; HITS; Centralized Crime Analysis Unit; police bulletins; media; VICAP; social media and other intra-agency resources (Street Crimes, Drug Enforcement, etc.).

E. Additional Victim Interviews

1. Additional interviews with the victim(s) should be considered in an effort to accurately and thoroughly capture the facts of the incident: obtain information, whether the victim was reluctant or forgot to provide (additional information such as suspect description, actions, statements, odors, etc.); clarify any inconsistencies; take photos.
2. Every effort should be made to minimize the number of interviews with the victim. Some techniques to consider include joint interview with the prosecutor; forensic child interviewer; pros and cons of audio recording; coordination of the investigation with other agencies, if appropriate. Depending on the emergent nature of the case, timely contacts of victims should be done within one week. In-person contact should be made with the victim whenever possible in all adult rape cases.
3. Follow the Special Assault Network protocol guideline for interviews of victims. Joint Interviews can be done for any case in which the detective deems it necessary as outlined in the Network Protocol.

F. Corroboration

Corroborating information may be developed through: medical examinations; witness statements; physical evidence; suspect statements; confirming or rebutting suspect alibi; Modus Operandi factors; searches (search warrants and warrantless searches).

G. Background Investigation

When appropriate, a thorough background investigation will be conducted on the suspect to include: previous relationships; contacts with other agencies and/or jurisdictions; arrest and crime reports; relevant medical records.

H. Evidence

1. Evidence collected throughout the investigation shall be evaluated and analyzed (when appropriate) by Crime Lab / Latent Lab personnel. Evidence may include rape kits from area hospitals and evidence secured from crime scenes. In the event that body fluids are present, request further analysis from the Crime Lab (conventional serology, DNA). As necessary, obtain control samples from victim, suspect(s), and consensual partners. Ensure that the necessary medical records are secured and if submitted to Records, the documents are clearly marked as MEDICAL RECORDS to prevent accidental disclosure.
2. Unless secured by a patrol deputy or another detective, it is the ultimate responsibility of the lead investigator to ensure that the rape kit(s) from their assigned cases are secured from area hospitals and placed into evidence. If the victim did not know the name of the investigating agency or case number at the time of the exam, SAU may not be proactively notified to pick up a rape kit.

The SAU detective assigned the weekend duty shall be notified by the unit sergeant of evidence kits that need to be picked up from Harborview Center for Sexual Assault & Traumatic Stress (HCSATS) the week before. It shall be that detective's responsibility to pick up the evidence kits from HCSATS located at 401 Broadway, Suite 2075 Seattle, WA, and properly secure the evidence in accordance with current Department policies. Detectives may also contact the area hospital or, with the case of HCSATS, contact the main desk at 206-744-1600 to make an appointment to pick up evidence.

I. Suspect Interview/Interrogation

The suspect(s) should be interviewed/interrogated using the following criteria as a guide: administrative interview (identify and release); obtain statement using appropriate interrogation techniques; corroborate prior investigative information; obtain statements, admissions, confessions; consider, evaluate and investigate all new information and alternative explanations provided by suspect(s). The use of polygraph testing may be considered as an investigative tool. Consider legal issues.

J. Arrest of Suspect

The following should be considered when determining whether or not to arrest the suspect(s): imminent danger to the victim, community, or self; nature of offense (felony/misdemeanor); likelihood the suspect(s) will flee; destruction of evidence; when the arrest would not jeopardize an ongoing investigation. When appropriate, suspects in felony cases should be booked. Appropriate booking decisions on whether to "Interview and Release" the suspect or to book and "Hold for a Rush File" should be considered. Attempt to make physical arrests of suspects in high profile cases.

K. Witness Interview Considerations

When conducting interviews with witnesses to an alleged sexual assault or child/dependent abuse offense, the investigator should consider the following: sequence of events; source of the witness's knowledge of the alleged offense; relationship to the victim/suspect; developmental/functional level of the witness; witnesses' account of the incident. An effort should be made to locate all witnesses and obtain all appropriate statements.

L. Case Management

1. Detectives should document core investigative steps and case contacts as Follow-up Reports in the RMS. Follow-up entries should be kept up to date for case integrity and availability for supervisor review of a detective's workload. Viable investigative leads should be followed up in a timely manner. The King County Special Assault Network Agreement should be followed while investigating all cases.
2. Detectives will make every effort to complete their cases within ninety days (90) from the date of assignment, especially if a case is being referred to the Prosecutor's Office for possible / probable criminal filing review. Active cases that exceed one hundred and eighty days (180) of follow-up time will be reviewed with one of the unit supervisors with the assigned detective. The review with the supervisor shall be documented in the IRIS follow-up report. The goal of unit members should be to bring investigations to a resolve before one hundred and eighty days (180), with the exception of unknown suspect crimes (stranger rapes).
3. An effort should be made to work in conjunction with the assigned social worker from Child Protective Services for child sexual abuse and felony child abuse cases when appropriate. Charged abuse cases should include the completed CPS case file when appropriate.

M. Administrative Policies

1. Time and Hours of Work

- a. All SAU detectives are to work a minimum of forty (40) hours per week, per the Collective Bargaining Agreement. All detectives will work a 5/2 or 4/10 schedule that centers on "core business hours," generally, 0800-1600 or 0700-1700 hrs. The Sergeant(s) must approve the work schedules
- b. SAU professional staff will normally work Monday – Friday during their scheduled hours per their collective bargaining agreement. Schedules must be pre-approved by the SAU Sergeant(s). Workload may necessitate adjusted schedules or mandatory shift extensions. SAU professional staff core hours are 0800-1630 hrs, but with supervisor approval may adjust their work schedule.

2. Call-out Duty

All SAU/RSO detectives are required to be available for on duty mobilizations/callouts during their normal shifts. All SAU detectives can be requested for callout after normal work hours. The Sergeants will maintain a weekend call-out roster. Detectives and sergeants who are

assigned to "on call" duty are required to restrict personal activities and carry a cell phone for the purpose of

- being ready to respond to call outs, or
- be the contact person for off duty telephone calls

Such assignments shall be for a weekend, which commences at 4 p.m. on Friday and continues until 8 a.m. Monday. Holiday weekends are those weekends when a Friday or Monday is a holiday, thus extending the weekend on call assignment by an additional twenty-four hours (or by an additional 48 hours over Thanksgiving weekend).

The determination of who shall be assigned on call will be made by the Department. When operationally possible, the Department will make a good faith effort to rotate on call assignments. Moreover, the Department will not impose restrictions on personal activities (other than carrying a cell phone) unless assigned on call.

3. Vacation, Comp Time, and Overtime

All vacations and comp time will be handled in accordance with the current Guild contract. A Sergeant must approve all overtime in advance. All overtime and comp time shall be submitted in a timely manner in RMS. This includes a pub to transfer the data. Under no circumstances will a member of the unit go on extended Vacation / CT without submitting their overtime.

N. Additional Policies

1. All detectives in SAU should utilize the administrative staff for typing of all statements. This will allow for the most efficient and productive use of a detective's time.
 - a. All digitally recorded statements are maintained on a secure server. Recorded statements taken on cases that will result in charges should be transcribed and included in any charging packet, however, if the case appears not chargeable, those recorded statements should be marked as "do not transcribe" and sent for archival. Statements needing transcription at a later date will be kept available on the transcription server. This policy, however, does allow for transcription of any statement if deemed necessary by the detective.

All SAU detectives should use the sign-out board whenever they leave the office. All detectives should answer their phones when they are in the office and be available via radio/cell phone when they are in the field.

All requests by the Prosecutor's Office for additional information will be routed through the appropriate sergeant. Once assigned back to the detective, these requests should be completed in a timely manner and documented in a Supplemental Follow-up Report.

All SAU personnel should attend unit meetings unless they have prior Sergeant approval for their absence. All detectives should check their e-mail and voicemail while on duty daily unless callout responses or other reasonable situations prevent this.

Additionally, detectives should make every effort to use their Outlook calendar for their work appointments as well as the County Lync phone system.

2. CID Security

While in the secure CID areas, subjects should not be left unattended. The interview rooms are not to be used as holding cells and left unattended. When necessary, suspects should be escorted to the restrooms outside of the secure area. Please err on the side of officer safety.

3. King County Special Assault Network Agreement

- a. This document provides guidelines developed by the King County Prosecutor's Office, the King County Special Assault Unit and Child Protective Services. The guidelines are to be closely followed. If an investigator believes that deviations are necessary, they must be able to articulate their reasons.
- b. Members of the Special Assault Unit must work in partnership with members of the King County Prosecutor's Office, Children's Protective Services, victim advocates, and other agency members. The importance of professional relationships with outside agencies representatives cannot be understated as it supports the team approach to best support our crime victims. Team members from different disciplines (with different missions) are bound to have disagreements / differences of opinions. If they are not able to be resolved in a professional manner, then the issue will be brought to the attention of the sergeant(s) for resolution.
- c. Members of SAU must work as a team. If disagreements / differences of opinion arise during investigations or other situations that cannot be resolved in a professional manner, the issue will be brought to the attention of the sergeant(s) for resolution.

4. Drug Endangered Children SOP (refer to Section V in this SOP)

This document provides guidelines developed for the Drug Endangered Children investigations.

O. New Unit Members

1. New members will be assigned a mentor (senior unit member) for their first year in the unit, though all unit members are expected to work collaboratively to support each other. The purpose of this informal program is to provide guidance, advice, training and encouragement in the areas such as:
 - a. Assisting in the successful transition into SAU.
 - b. Creating a network that affords the exchange of ideas, concerns, and experiences.
 - c. Creating a team that supports relationships, and those who choose to become members of SAU.
 - d. Provide coaching on specific skills and effective behaviors to develop the best practices as a detective.

- e. Provide specific feedback as needed on observed / discussed performance and investigations.
- f. Serve as a confidant in times of personal crisis and problems associated with this new unit.

New detectives have the flexibility to review their cases with sergeants and other senior members of the Unit to seek guidance, direction and support.

V. DRUG ENDANGERED CHILDREN PROGRAM

DRUG ENDANGERED CHILDREN PROGRAM

The King County Sheriff's Office instituted the Drug Endangered Children (DEC) Program in conjunction with Washington State Legislature enacting new legislation designed to protect children whose parents / guardians expose them to the hazards and dangers of methamphetamines produced in clandestine labs. This new legislation gives law enforcement and Child Protective Services a tool which enables us to remove children from the premises that house these labs and keep the children out of this environment until such a time that the parent(s) stop manufacturing methamphetamines, stop using methamphetamines, or charged with appropriate crimes and end up in prison.

The goal of the DEC Team, made up of members of the Special Assault Unit, is to identify and protect drug endangered children and to identify, provide and improve services to them utilizing the criminal justice system, law enforcement, CPS and other relevant agencies. The goal is to improve the outcomes for these children. This program also seeks to deter methamphetamine laboratory production along with other narcotic usage by arresting and prosecuting these offenders and removing their children from a dangerous environment.

RCW 9A.42.100 ENDANGERMENT WITH A CONTROLLED SUBSTANCE

A person is guilty of the crime of endangerment with a controlled substance if the person knowingly or intentionally permits a dependent child or dependent adult to be exposed to, ingest, inhale, have contact in with methamphetamine or ephedrine, pseudoephedrine, or anhydrous ammonia, that are being used in the manufacture of methamphetamine. Endangerment with a controlled substance is a class B felony.

RCW 26.44.200 METHAMPHETAMINE MANUFACTURE – PRESENCE OF CHILDREN

A law enforcement agency in the course of investigating: (1) An allegation under RCW 69.50.401(a) relating to manufacture of methamphetamine; or (2) an allegation under RCW 69.50.550 relating to possession of ephedrine or any of its salts or isomers or salts of isomers, pseudo ephedrine or any of its salts or isomers or salts of isomers, pressurized ammonia gas, or pressurized ammonia gas solution with intent to manufacture methamphetamine, that discovers a child present at the site, shall contact the department (CPS) immediately.

PROCEDURE

Any investigative unit on this Department may be the lead investigative team, assisted by the Department Clandestine Lab Team. During such investigations, if it is determined that there is reasonable belief that children or dependant adults are residing at the scene of a Methamphetamine Lab, the lead investigator or unit supervisor is to contact a member of the Special Assault Unit for investigative support for Drug Endangered Children (DEC).

1. The SAU detective may provide recommendations as to additional items to be seized in the search warrant, such as urine and hair, that would aid in the investigation / prosecution of the crime of Endangerment with a Controlled Substance. This information would normally be added to the search warrant affidavit and search warrant before a judge signs it.
2. SAU detectives may attend the Search Warrant Briefing with Clandestine Lab Team Personnel and provide an overview on what their support investigation will entail.

3. Once the scene has been secured and children / dependent adults are located at the scene, SAU detectives will initiate their investigation of Drug Endangered Children.
4. A SAU detective will call out the "on-call" CPS caseworker. Advanced notice notifications for DEC Cases will be attempted. The CPS caseworker will meet the SAU detectives at the scene and will work in a joint investigation with the SAU detectives in gathering the evidence needed for a dependency hearing and possible criminal action. CPS receives the children taken into protective custody and places them into temporary foster care.
5. SAU detectives will carry the tools necessary to assist CPS in gathering the evidence needed for the dependency hearing, which are held within 72 hours of the removal of the children. Digital and video cameras are used to document the conditions of the environment the children were removed from.
6. The SAU detective is responsible for removing the child or children from the dangerous environment, completing the Removal of Child Form and then turning them over to CPS to place them in a foster home. A copy of the Removal of Child Form must be given to the CPS worker taking custody of the child / children.
7. The Sheriff's Office will recommend to CPS not to release children removed from meth lab sites to friends or relatives of the meth cooks or users until after it has been determined that said relatives have no criminal record. A background check by SAU Detectives may be conducted to insure that the relative taking custody of the child or children has never been involved in the illicit drug trade.
8. In the event of an emergent call out of SAU detectives on an active / inactive Meth Lab, where there was not prior notice of children / dependent adults being present, urine and hair samples as well as DEC evidence may be collected without a warrant.

INVESTIGATING DRUG ENDANGERED CHILDREN AT THE SCENE

The KCSO Clandestine Lab Team will take the lab down and document the toxic chemicals and the presence of methamphetamine. SAU detectives will gather evidence on the living environment of the children.

1. **Upon initiating DEC Investigations at the scene, if it is determined that any child is displaying any breathing or physical distress symptoms of exposure, Aid / Medic I personnel should be contacted immediately.**
2. Two SAU detectives will normally be called out to any meth lab scene where children / dependant adults are believed to be living.
3. When the SAU detectives arrive at a meth lab, they should assess the area. Look to see where the "hot zone" is in conjunction to the children's play area. The size of the "hot zone" will be based on the scope of the Meth Lab. Quite simply, large Meth Labs operated for extended periods of time will tend to contaminate larger areas both inside and outside of the Lab site.

What toys do you see outside or inside the premises? Is the property secluded? Is there running water and electricity? Look to see what the condition of the interior of the house is like. If there is electricity, are there wiring hazards the children could be exposed to? Check to see what temperature the water heater is set to. Look to see if there is food. If there is, what type of food is available for the children to eat? Is it suitable for the child or children in the house? Assess the nutritional value of what the children are eating. Look at the children. Are they clean? Do they

smell? What is the condition of their bedrooms? If there are any young females or males in the house, do they have privacy? These observations should be noted in the DEC Follow up.

4. Look to see what the height of the smaller children is and what their reach is. Look to see where the illicit drugs are located. Do the children have reach access to these drugs? Measure their reach. Can they reach the toxic chemicals used at the lab? Where is the waste product from the lab dumped?
5. Conduct child interviews and collect urine samples per KCSO SAU / DEC protocols. Immediately label the urine cups as to who the child is and the date time and detective who took the sample into evidence. The urine samples should be delivered to the WSP Toxicology Lab as soon as possible. If there is a time delay, the urine should be frozen. Urine can be keep frozen for as long as necessary to get it to the WSP Toxicology Lab.
6. The collection of hair samples should be done while wearing latex or rubber disposable gloves. (The children may have head lice). Document that you cleaned the scissors before and after the hair sample was taken. The drugs in hair do not deteriorate. Hair can be stored as long as needed. The hair can be taken from one spot on the head or multiple spots as close to the scalp as possible by cutting with hair scissors. Under no circumstances will hair samples be plucked from the scalp. For babies, take whatever hair is available by cutting as close to the scalp as possible. Use the hair collection kit supplied by the WSP Toxicology Lab or one provided by KCSO.

The collection of hair and urine samples will be done by SAU / DEC Team Members or CPS Caseworkers at the scene in a respectful and professional manner with sensitivity to the children. LE / CPS will respect the right of decline / refusal on the part of any child / dependent adult.

7. The SAU detective not interviewing the children should be taking the first set of photographs. Photograph everything, including the children. Photograph the height of the smaller children and their reach. If a video camera is utilized make an effort to video tape the entire scene (disengage the audio pick up). Use a tape measure in the photographs and video to show the relationship of the drugs, chemicals or other hazards to the reach of the smallest child.
8. Try and get a statement from the parent(s) per Department protocols. Ask specific questions as to the children's exposure to methamphetamine, methamphetamine labs or any other controlled substances that are used in the manufacture of methamphetamines.
9. If the lab is in the living quarters of the residence you may use the Reagent Narcotest kit #23, #2 or #27 to test the food for contamination as part of your investigation.
10. Use sterile cotton swabs and distilled /sterile water to swab the kitchen or dining room table. Swab the counter top and dishes for contamination. If the site has had a meth lab for a long time, take carpet samples or samples from the furniture for methamphetamine absorption. If the meth lab is in an outbuilding near where it is obvious that children play, take soil samples. Take pictures to show the proximity of the lab to the children's play area.
11. **During the photographing process, take photographs from the height of the smaller children to get a view from what they see and what they can reach. Photograph all the hazards such as dirty needles, loaded firearms, drugs and chemicals from their vantage point to measure the child's access to these hazards.**

INVESTIGATIVE FOLLOW UP / COMPLETION AND SUBMISSION OF CASE

If the DEC Investigation is done in conjunction with a VUCSA / Meth Lab Investigation, the DEC Investigation will be joined to the original narcotics case. The Narcotics Detective will submit / LODI the multiple counts to the Prosecutors Office under one master case. Do not submit the DEC case under a different case number.

If the Endangerment with a Controlled Substance is a stand-alone case investigated by SAU, that case will be LODI'd directly to the KCPAO Special Assault Unit for the consideration of filing criminal charges.

TRAINING

IDEC Team Members will receive department approved DEC training. The training will consist of classroom-based training that will include policy review and practical application scene processing. This will follow with practical application training in the field during investigations. DEC Team members will be trained in all of the areas of this SOP.

EQUIPMENT

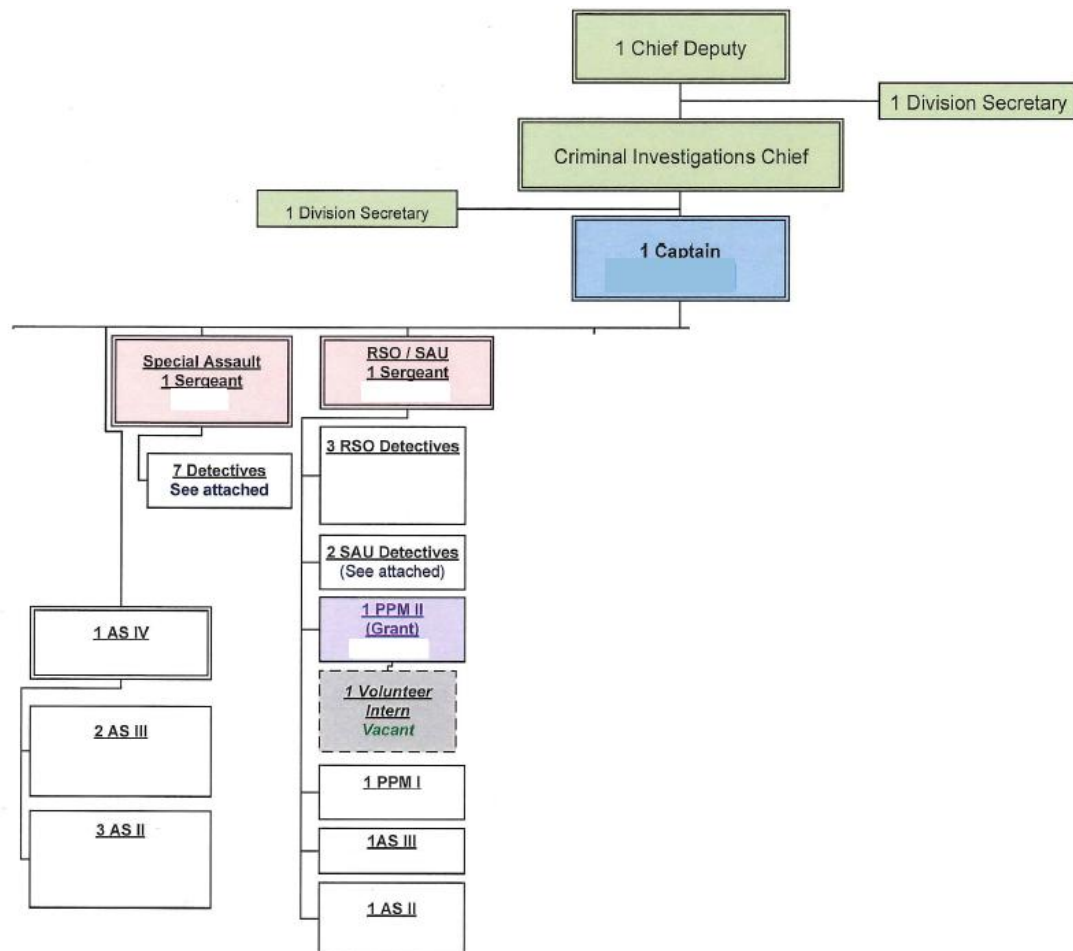
The following is suggested equipment for the DEC Team Members:

1. Digital and/or video cameras
2. Flashlights and/or portable lighting equipment
3. Protective foot wear (such as rubber boots)
4. Urine cups with tight closing lids
5. Urine trays for toilets
6. Cloth diapers and sterile plastic pants
7. Sterile baby bottles
8. Snack bars, juice, and bottled drinking water
9. WSP Tox-lab hair collection kits (or heavy tin foil)
10. Scissors
11. Vionex wipes or rubbing alcohol
12. Brightly colored tape measure with large numbers
13. Black tape such as a cloth mat type
14. Box cutter
15. Hand shovel
16. Distilled or sterile water
17. Cotton tipped swabs
18. Petrie type containers that have tightly fitting lids
19. Large zip lock type bags
20. Latex gloves
21. Reagent Narcotest #23, #2 and #27 (a test for methamphetamine)
22. Clean clothing for children
23. Personal hygiene supplies such as tooth brush, tooth paste and soap for children

VI. MISCELLANEOUS

None

VII. APPENDIX – ORGANIZATIONAL CHART



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